# STUDENT HANDBOOK
# 1959-1960

QUEENS COLLEGE

CHARLOTTE, NORTH CAROLINA

# Student Handbook
# 1959-1960

Published by
The Student Government Association
Queens College

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# Calendar for Session 1959-60

1959

| | | |
|---|---|---|
| September 10 | Thursday | Residence halls open to freshmen and transfers |
| September 11 | Friday | Orientation program begins |
| September 15 | Tuesday | Registration |
| | | 8:30 a.m. to 12:30 p.m.—Freshmen and transfers |
| | | 1:30 p.m. to 4:30 p.m.—Upperclassmen |
| September 16 | Wednesday | Classes begin |
| November 25 | Wednesday | 4:15 p.m. Thanksgiving recess begins |
| November 30 | Monday | 8:30 a.m. Thanksgiving recess ends |
| December 18 | Friday | 4:15 p.m. Christmas recess begins |

1960

| | | |
|---|---|---|
| January 4 | Monday | 8:30 a.m. Christmas recess ends |
| January 23 | Saturday | End of first semester |
| January 26 | Tuesday | Registration for second semester |
| January 27 | Wednesday | Classes begin |
| April 12 | Tuesday | 4:15 p.m. Spring recess begins |
| April 20 | Wednesday | 8:30 a.m. Spring recess ends |
| May 27 | Friday | End of second semester |
| May 29 | Sunday | Baccalaureate Service |
| May 30 | Monday | Commencement Convocation |

# The Student Government Association

The Student Government Association, a member of the National Student Association, extends a warm welcome to the campus community. We are looking forward to having you with us and to sharing with you the heritage of Queens. We hope that your college days here will be happy and meaningful.

The theory behind the development of student government rests upon the assumption that by giving students reasonable independence in governing matters, they will mature in their concepts of freedom and responsibility. This independence is reflected in every organization, the presidents of which compose one executive body, the Coordinating Council. The purpose of this council, aside from coordinating various campus activities, is to discuss college problems and to recommend to the proper authorities possible solutions to these problems. It is through this council that students may best express their opinions.

Here at Queens we are privileged to live under a code which is based upon personal honor, individual responsibility, and cooperative effort. In striving to develop these high ideals in every phase of our activity, we feel that the foundations upon which the college was established will be strengthened. This code is embodied in our cherished honor system which permeates all college living and pays tribute to the maturity and integrity of each student.

The Student Government Association recognizes the worth of each individual and the value of her contributions. As free citizens of the college community, students have the right to question the foundations of the rules to which they are held accountable and to voice their opinions in an honest and intelligent way on matters that concern them and their college. We urge you to use this handbook which presents college policies; we challenge you to accept the responsibilities and privileges offered for the enrichment of your life and that of Queens.

STUDENT GOVERNMENT ASSOCIATION

# Honor Council

When a student signs the honor pledge, she accepts the Honor System, which is one of the most esteemed possessions of the college and is of fundamental importance in the building of Christian character to which the college is dedicated.

Regulations in all phases of college life are based on the three fundamentals which constitute the Honor Code:

1. That each student be truthful at all times.

2. That each student respect the property of others.

3. That each student be entirely honest on tests, examinations, term papers, and all other pledged work as designated by instructors.

Honor Council has the power to investigate and take action in any case involving a violation of the Honor Code. Any student found guilty receives the penalty set by Honor Council, which is—unless there are extenuating circumstances—suspension or expulsion from the college. All cases of suspension or expulsion are subject to review with the Advisory Committee.

Each student at the college is responsible for maintaining the Honor System and for reporting to the Honor Council any violation of the three fundamentals which constitute the Honor Code.

## THE FRESHMAN ADVISORY COUNCIL

The Freshman Advisory Council serves in helping new students in their successful orientation to college life. Through early contacts with incoming students, these advisors help their advisees to become a part of campus life.

## SOCIAL COMMITTEE

The Social Committee presents all social events sponsored by the college as a whole. Among these events are the annual Queens-Davidson Freshman Dance, the Christmas Dance, and a May Day Dance.

The committee also strives to promote the best standards for daily living. This group is responsible for the publication of *Queens Cues.*

### THE POINT SYSTEM COMMITTEE

The Point System Committee is to regulate student participation in campus activities by limiting the amount of co-curricular activities in which a student may engage.

### THE BUDGET COMMITTEE

The Budget Committee is composed of the treasurers of the various campus organizations and is headed by the secretary-treasurer of the Student Government Association. Its purpose is to formulate the budget for student activities.

### THE HANDBOOK COMMITTEE

The Handbook Committee functions as the agent of Student Government through which this handbook is compiled and edited. The editor is appointed by the president of the Student Government Association.

### NATIONAL STUDENT ASSOCIATION

Queens College is a member of the National Student Association, a federation composed of approximately 350 colleges and universities in the United States. There are more than a million students represented by N. S. A.; they are members of the association through their locally elected student government. N. S. A. is concerned with creating the interest and the responsibility necessary for good campus, community, and world citizenship.

# Boarding Student Government

## I. Organization

A. Boarding Student Council is composed of a president, secretary, treasurer, one representative from each class, and the presidents of the various residence halls. It is the duty of the council, with the advice of the Office of the Dean of Students, to make and enforce regulations concerning the activities of the boarding students.

B. Each residence hall has a House Council composed of the House President as chairman, residing Boarding Student Councilors, and members at large. The House Council administers regulations and settles cases of house discipline in accordance with the merit system.

C. The campus will be closed from 6:30 to 7:15 p.m. every Monday, at which time House Councils and Boarding Student Council will hold their meetings.

D. Boarding students will hold their regular meeting the first Wednesday of each month at 12:00 noon in Ninniss Auditorium. Attendance at these meetings is compulsory.

## II. Merit System

10 Merits Semester Plan

The following comprises the offences and proposed number of merits to be deducted from the student's original ten merits granted her at the beginning of each semester:

| *Merits* | *Offences* |
|---|---|
| 5 | Late returns (up to ten minutes) |
| 3 | Improper chaperonage |
| 2 | Failure to sign out |
| 2 | Failure to get special permission in Burwell |
| 2 | Failure to keep phone duty |
| 2 | Late according to S.P. |
| 1 | Failure to sign in |
| 1 | Breaking closed campus on Monday nights |
| 1 | Improper dress |
| 1 | Failure to sign church book |
| 1 | Excessive noise |
| 1 | Out of room between 11:00 and 11:10 p.m. |
| 1 | Failure to dismiss date properly |

1 Failure to keep closed study
1 Incorrect S.P. (or no S.P.) in the dormitory
1 Breaking BUSY and ASLEEP signs
1 Late lights (freshman residence halls)

When offences total more than the granted 10 merits, the offender will appear before Boarding Student Council; and an appropriate penalty will be administered.

Any further violations of Boarding Student Government rules as stated in the handbook will be dealt with by Boarding Student Council.

The stated number of merits will be deducted automatically when an offence is incurred, but the student may appeal her penalty to Boarding Student Council if she so desires.

House Councils may have the power to determine penalties for individual dormitory offences; however, they will not have the authority to administer a "campus."

## III. Life in the Residence Halls

### A. Hours:

1. Students are to be in their rooms between the hours of 11:00 p.m. and 7:00 a.m. on all nights except Sundays, when they are to be in their rooms between 11:30 p.m. and 7:00 a.m., and Saturdays between 12:00 midnight and 7:00 a.m. The doors to the residence halls will be locked during these hours. Entering or leaving the dormitory between these hours requires special permission from the Dean of Students.
2. Freshmen must have lights out by 11:30 p.m., Monday through Friday; 12:30 a.m., Saturday; and 12:00 midnight on Sunday. Four times a month freshmen may keep lights on one hour past "lights out."
3. Permission to spend the night other than in one's own suite must be obtained from the House President of one's own residence hall and from the House President of the residence hall to which one goes.
   a. Permission will be granted only for Friday and Saturday nights.
   b. Upperclassmen may spend the night in another room in their own residence hall Sunday through Thursday

and in another residence hall only on Friday and Saturday nights.

B. Guests:

1. Students are required to register in the Office of the Dean of Students and with the House President for overnight guests previous to their arrival.

2. Day students are not allowed to spend the night in the residence halls during the week without special arrangements in the Office of the Dean of Students.

3. All guests are subject to college regulations, including hours of arrival and departure.

4. Students may have overnight guests on the weekend only, with the exception of members of the family who may visit at any time. If the guest stays more than two nights, there will be a charge of $1.00 per night, unless permission to do otherwise is obtained from the Office of the Dean of Students.

5. Men are not permitted in the residence halls at any time, except on occasions arranged with the Dean of Students.

IV. Social Regulations

A. For absences from the college each student must sign out and in on her wall card, giving the complete and exact information. Signing in and out will be done in the dormitories, but all callers will be received and dismissed in Burwell Hall unless otherwise specified. Special permissions will be granted in Burwell.

1. When leaving campus before 7:00 p.m. during the day, boarding students are requested to turn their wall cards to OUT. Day time limit is 7:00 p.m., however; and any student who leaves campus after this time must sign out.

2. To falsify in any way on wall cards and special permission cards is a very serious offence. A student is on her honor to be truthful at all times. No student may sign for another at any time.

B. Students are required to be on campus during the hours stated in Section III,A,1.

C. Special permissions:

Special permissions may be obtained in the Office of the

Dean of Students during office hours only. These hours will be posted at the beginning of the year. Any student who receives a special permission must sign her special permission card by the time for which the permission was granted. Special permissions are necessary for the following:

1. Spending the night away from the campus.
2. Late return to the campus.
3. Any other deviation from rules as stated in the *Student Handbook*.

D. Special permissions from home:

Written permissions from home, in addition to special permissions from the Office of the Dean of Students, must be mailed to that office for the following:

1. To spend nights away from the college at places other than one's own home, the homes of Queens College students, or homes in Charlotte.
2. Beach parties or house parties.
3. Traveling with college age students.

E. Social privileges:

1. Upperclassmen with a 1. average for the previous semester who maintain this average for the current semester may use their own discretion as to the number of social privileges taken during the week.
2. Upperclassmen who do not have a 1. average for the previous semester may have three social privileges per week.
3. All first semester freshmen may have three social privileges per week to be used on Friday, Saturday, and Sunday nights. Freshmen may have visitors for fifteen minutes during the week from 7:00 to 11:00 p.m. When meeting these fifteen minute visitors, the student must sign out; and if the visit exceeds fifteen minutes the penalty is the same as a late return.
4. Second semester freshmen with a 2.5 average may use discretion as to the number of privileges to be taken during the week.
5. All freshmen shall observe a closed study period from

7:00 p.m. to 10:00 p.m., Monday through Thursday. Freshmen with a 2.5 average will not be required to keep closed study the second semester.

6. Transfers will have privileges according to the class standing they are given on entrance to Queens College.
7. Upperclassmen may go off campus in the evening in a group of three persons.
8. For the first eight weeks two freshmen may go off campus in the evening with an upperclassman. After the first eight weeks freshmen may go off campus in the evening in a group of three freshmen.
9. Day time limit is 7:00 p.m. Any time spent off campus or any entertainment of a date after this hour will be considered a social privilege.

F. Rules for sorority house slumber parties:

1. Permission to have a slumber party in one of the sorority houses must be obtained from the Office of the Dean of Students a week in advance.
   a. A form will be provided to be filled out and filed in the Office of the Dean of Students.
   b. A space will be provided on the form to list all the students attending the party, the chaperone or chaperones, the date, time, and name of the sorority.
2. Permission to spend the night in the sorority house must also be obtained from the House President and Resident Counselor of one's own residence.
3. Students attending a slumber party must sign out on the dormitory wall cards. If a student has a date, when returning to the campus, she must sign in on her dormitory wall card.
4. A slumber party must have an approved chaperone in attendance. A chaperone would be a woman member of the faculty or staff, an alumna, or a mother of one of the students of Queens College.
5. The president or vice-president of the sorority must be present at the slumber party and must be responsible for attending to all the necessary details and arrangements. This person should also know what to do in case of an emergency.

a. In case of extreme emergency two girls should go to the infirmary for help.

b. In case of fire two girls should go to the back of Burwell Hall and set off the fire alarm.

6. Students attending a slumber party must sign in on the dormitory wall cards the next day.

7. Each sorority may have two slumber parties a semester to be held on Saturday nights only.

G. Off-campus dating:

1. For the first eight weeks freshmen must double date.

2. All dates must be dismissed in Burwell Hall unless otherwise specified.

H. On-campus dating:

1. Students and dates are not allowed to sit in cars parked on campus.

2. Dates may be entertained on campus:

a. In the parlors of Burwell Hall.

b. On the front campus extending from the corner of Wellesley and Selwyn Avenues to the corner of Selwyn and Radcliffe Avenues.

c. In the Student Store and Recreation Room.

d. In sorority houses when double dating.

3. Written permission must be obtained from the Office of the Dean of Students to date in any of the buildings on campus other than the Student Store and the parlors of Burwell. Students must double date when using this privilege. This includes the sorority houses.

I. Weekend absences:

*Social regulations governing weekend absences from campus do not excuse students from absences from classes. Faculty regulations concerning class attendance take precedence over social regulations.*

1. The General Permission Blank will be mailed to parents and guardians before the students arrive in September. No weekend will be granted until this blank has been

filled in correctly, signed, and returned directly to the Office of the Dean of Students.

2. During the week only seniors may spend a night away from the college.
3. The number of weekend absences allowed is determined by classes and by scholastic averages:
   a. Students who are on the Dean's List and maintain their standing, unlimited.
   b. Seniors, 12 per semester.
   c. Juniors and sophomores, eight per semester.
   d. First semester freshmen, four per semester.
   e. Second semester freshmen who have a B average (1.5—2.4), eight per semester.
4. Freshmen may begin taking their allotted weekends after the first eight weeks of classes.
5. Transfers may begin taking their allotted weekends after the first four weeks of classes.
6. Overnight absences between semesters, after examinations, do NOT count as one of the allotted number.
7. A student may take a long weekend which will count as two of her regular ones. Long weekends may begin on Thursday after classes and end Sunday at 11:30 p.m. or Friday after classes and end on Monday at 6:30 p.m. Only seniors may take a weekend privilege during the week.

J. Informal dress: Bermudas are permitted:

1. In the Student Store
2. On back campus
3. To practice music at night in Ninniss
4. In Ninniss at R. A. sponsored movies
5. On bicycles
6. On dates only when the occasion calls for them

K. Dances:

1. A written permission from the parents or guardian is necessary for each dance off campus which the student wishes to attend if she takes a weekend.

2. Permission must state where the students will be entertained over the weekend and by whom.

3. These permissions must come directly to the Office of the Dean of Students.

4. Information regarding hours and other details will be posted prior to each dance.

L. Smoking:

1. Smoking is permitted on campus:

a. In Belk Dormitory

b. In the new dormitory

c. In other dormitory lounges:

Sunday, 7:00 a.m.-11:30 p.m.
Monday-Friday, 7:00 a.m.-11:00 p.m.
Saturday, 7:00 a.m.-12:00 midnight

d. In the Student Store

e. In the sorority houses

f. In Burwell Hall in the television room

2. Smoking off campus is permitted, but Queens students are expected to use their good judgment and to avoid being conspicuous at any time.

M. Drinking:

While under the jurisdiction and government of the college, Queens College students shall not drink alcoholic beverages or bring them on the premises of the college. Students are under the jurisdiction of the college from September through May except when they are in the homes of parents or guardians.

## IV. Sunday Activities

A. Church attendance is compulsory. Students are allowed seven church cuts a year which they may use at their discretion, provided they do not use more than four in one semester. Cuts taken in the case of illness shall count in the allotted number unless the illness is prolonged. Instructions for signing the church book will be given in each residence hall at the beginning of the year.

B. In keeping with the spirit of a Christian college, students are urged to maintain Sunday as a day of quiet, reverence, and dignity. Any activity which is not considered in good taste will be reviewed by Boarding Student Council.

V. Automobile Regulations

A. Only seniors may have cars or the use of cars on the campus. The necessity for deviation from this rule must be taken to the Office of the Dean of Students. Any infraction of this rule will be dealt with by Boarding Student Council and the Dean of Students.

B. Seniors must sign the agreement for the use of cars before the privilege is granted.

VI. Fire Drills

Full instructions for fire drills will be given by the house presidents during Orientation Week.

VII. Student Employment

A. Those wishing to participate in the work program on the campus should see the Business Manager.

B. Students are encouraged to participate in worthy community activities. *They should get permission for such from the Dean of Students.*

C. College policy does not permit resident students to hold jobs off campus. This includes baby sitting.

D. Students applying for scholarships should address their requests to the Scholarship Committee of Queens College.

NOTES: The Student Government Association reserves the right to set penalties for conduct which is below the general standards of Queens College, even though no specific rule for such conduct exists.

The Student Government Association and the Administration of the college hold each student responsible for all information contained in the *Student Handbook*. Each student is expected to keep the handbook for reference during the year.

# Day Student Government

## I. Meetings

The Day Student Body will meet the first Wednesday of each month during the assembly period.

## II. Activities for Day Students

Day students are urged to participate in all college activities, but they will find a special interest in the following events sponsored by their own group:

A. Tea given for new students in the fall.

B. Black Friday auction in the fall and cookie sale in the spring for the scholarship fund.

C. Faculty-Student Coffee.

D. Cooperation with boarding students during Hospitality Weekends. Day students and their parents have been generous in lending cars and giving time for this and other college programs.

## III. Visiting

A. Non-resident students are invited to visit in residence halls over the weekends. Day students visiting in the dormitories overnight are requested to register with the Dean of Students and at the switchboard.

B. Day students wishing to have boarding students visit in their homes should have the official hostess call the Office of the Dean of Students *during the morning office hours.*

C. All boarding student regulations apply to day students while they are on campus.

## IV. Regulations Regarding Drinking

When a day student entertains a boarding student in her home, she is expected to plan entertainment which would not be contrary to the principles of the college.

(See Section III, K, *Drinking,* under Boarding Student Government.)

# Queens Christian Association

## PURPOSE

The immediate purpose of the Queens Christian Association is to guide students in their understanding of the will of God through worship, study, and action, and to relate that understanding to their individual purposes, both in personal living and in working toward the Kingdom of God.

## ORGANIZATION

Every student, faculty member, and staff member of the college is automatically a member of the Queens Christian Association. The Association is governed by a cabinet made up of a president, vice president, secretary, treasurer, day student representative, freshman co-ordinator, and the chairman of the various committees and commissions. There are two faculty advisors to the cabinet.

The Queens Christian Association is affiliated with the National Student YWCA, and through this membership participates in the United Student Christian Council and the World Student Christian Federation.

## COMMISSIONS AND COMMITTEES

In the Program of the Christian Association, there are three areas of responsibility set up as commissions: Christian Faith and Heritage, Social Responsibility, and World Relatedness. There are also four committees set up to carry out the work of Q.C.A.: Chapel, Vespers, Conferences and Summer Opportunities, and Resources. These commissions and committees plan and carry out numerous activities throughout the year. Students are given many opportunities to serve on a commission or committee and to take part in the activities planned by these groups.

## SERVICES AND ACTIVITIES

Among the regular activities planned and carried out by the Q.C.A. commissions and committees are chapel services, Sunday

evening vespers, dormitory prayer meetings, and study groups. In addition there are special seasonal activities and services.

A special week observed annually is Christian Re-emphasis Week, a week of services led by a visiting speaker. Worship, discussion groups, fellowship gatherings, and a communion service make this week an important part of the college year.

Since service to others is a vital part of any worthwhile organization, all members of Q.C.A. are invited to help in special projects throughout the year. One, selected annually by the students, is financed through their own campaign. Q.C.A. has brought foreign students to the campus, sent textbooks to Korean colleges, and has assisted small colleges. A White Gift Service at Christmas also is included in these special projects. The cabinet also seeks to aid the community by encouraging students to participate in voluntary civic and church work.

# Recreation Association

## PURPOSE

The Recreation Association strives to stimulate interest in a program of wholesome physical activities, to promote athletic accomplishment, and to contribute to the development of the ideals of sportsmanship.

## MEMBERSHIP

Every student automatically becomes a member of the R. A. upon entering Queens College.

## ORGANIZATION

To govern the action of the organization, there is a Recreation Council made up of representatives from each class, a day student representative, a president, vice-president, secretary, treasurer, publicity co-chairmen, Dolphin Club representative, Social Committee representative, and physical education faculty member. This council plans and promotes the recreational activities during the college year. The success of these activities is based upon the cooperation of each student.

## AWARDS

To recognize those achieving honors in the different activities during the year there is the R. A. Awards Day in May. At this time all the athletic awards won by the classes, clubs, and individuals are presented. A system of points for participation in various sports will be posted. Awards are made on the basis of the number of points earned.

## ACTIVITIES

All during the year such sports as volleyball, tennis, basketball, golf, swimming, bicycle riding, and softball are offered. The David Ovens Physical Education Building includes: swimming pool and basketball, volleyball, and badminton courts. Tournaments are held in the various sports throughout the year.

The Recreation Association also sponsors Stunt Night, campus movies, and several social events during the year.

# Sorority Life

The Greek letter sororities are secret societies made up of women who have been elected to establish a close affiliation with one another for the years of their college life and thereafter as college and sorority alumnae. These sororities have as their objectives the promotion of intellectual achievements and the development of high moral and social standards. These groups strive for a spirit of cooperation with the administration, with one another, and with the independent students on the campus.

Group training in sororities brings about social adjustment, develops leadership training, and sets up social standards and personal and public ethical ideals. Sorority life is valuable to the individual in that it serves to stimulate scholarship and makes possible additional group training which is a part of modern education. It makes contacts for the students with those of other institutions; and later acts as a force in keeping her, as an alumna, interested in college affairs. Sorority membership may also bring about advantages in business and social relations after one has left the campus.

## What Is Panhellenic Council?

On the Queens campus there are six national sororities. When a student joins one of these, she is automatically a member of the Panhellenic group. Because there are too many members to hold effective meetings, there is a smaller group composed of two delegates from each sorority and called the Panhellenic Council. Since all sororities have a great deal in common in their aims, standards, and interests, they coordinate their activities through the Panhellenic Council which emphasizes cooperation among the sororities and directs inter-sorority functions. Another responsibility of Panhellenic Council is to formulate and administer rush plans, rules, and policies.

Once a year the sororities compete for the trophy given at the Inter-Sorority Sing. At Christmas, Panhellenic assists Q.C.A. in the White Gift Service. A scholarship given by the council is available to a junior or senior each year. In the spring there is the Panhellenic dance for all of the students at Queens.

All sorority women are urged to take part in the Panhellenic activities at Queens, to strive to improve their academic standing, and to enjoy the many extracurricular activities.

Presidents of Queens chapters of National Sororities:

| | |
|---|---|
| Alpha Chi Omega | Helen Cranford |
| Alpha Delta Pi | Anne Carmichael |
| Alpha Gamma Delta | Lillian Scarborough |
| Chi Omega | Kay Mack |
| Kappa Delta | Agnes Marks |
| Phi Mu | Carolyn Rogers |
| Panhellenic Council | Alice Manning |

PANHELLENIC CALENDAR

| | |
|---|---|
| October | Rush Week |
| December | Sorority Sing |
| February | Panhellenic Workshop |
| | Initiation |
| March | Panhellenic Spring Dance |

Individual sorority activities are many. Sunday night supper is served in the houses after vespers, and the sororities also have open house on Friday nights. Parties, banquets, dances, hayrides, picnics, and other activities are given each year by the members. Each sorority also has social service projects at orphanages, hospitals, old age homes, etc. Thus, sorority life can add many worthwhile experiences to the life of a student.

## Sorority Obligations

When accepting a bid to a sorority, a student automatically pledges herself to meet certain obligations:

1. She promises to meet all financial obligations.
2. She promises to maintain creditable scholarship. All sororities require a scholastic average of C or above for initiation.
3. She promises to become a contributing member of her sorority, to share chapter responsibilities and duties, to work for the good of the sorority and Panhellenic.
4. She promises to be loyal.
5. She promises to do her best to be initiated.

The pleasure of belonging to a national sorority does not stop with college years and activities, but continues throughout one's life.

Students will be able to continue their contacts as alumnae through alumnae groups; and it will be possible for them, as sorority women, to find congenial friends wherever they go. The individual should not forget, however, that the degree of pleasure derived from the sorority will be in direct proportion to what she contributes.

AVERAGE EXPENSES

| | |
|---|---|
| Pledge Fee | $15.00 |
| Pledge Dues (per month) | 5.50 |
| Initiation Fee | 50.00 |
| Active Dues (per month) | 7.50 |
| National Dues (per year) | 6.00 |

## Rush Week

Rush Week is a period of from five to seven days in which those girls wishing to join a sorority are invited to rush parties given by the various sorority chapters. During the parties the "rushee" and the sorority members have an opportunity to get acquainted.

To begin the rush period, each "rushee" is invited by each of the six sororities to a thirty-minute party. The "rushee" will attend three of these thirty-minute parties on one day and three on the following day. Following the second day of thirty-minute parties, the sororities extend invitations to their next four parties—one party on each afternoon for the next four days. On receiving invitations to this second series of parties the "rushee" narrows her choice from six sororities to four sororities. At the conclusion of this series of parties the sororities again extend invitations, and at this time each "rushee" further narrows her choice from four sororities to two sororities. Having narrowed her choice to two sororities, the "rushee" will attend two final parties. Invitations to these parties do not necessarily indicate that the sorority will ask the girls to join their group, nor do the girls' acceptances of invitations indicate that they wish to join a particular sorority.

After the last party the girls will be asked to sign a preference card. Shortly after this, invitations to sorority membership are extended.

Rush Week is administered through the Office of the Dean of Students by Panhellenic Council. Students who are confused by rules or find their problems are the exception to the rule are urged to go to the Dean of Students or a member of Panhellenic Council for advice and information.

## How to Choose

In choosing a sorority it is unwise for a student to make a decision about a group until she has met its members and those of other groups. A sorority should be chosen on the basis of congeniality. The "rushee" should respect and admire the standards of the group she selects.

There are no set rules for rating a sorority. The "rushee" should join the group that appeals to her; she should not be influenced by outsiders. Her own decision is the only one that is important since all groups are worthy of membership. Sororities change; the group to which relatives and friends have belonged may not be the one in which she will find her closest friends. She should, therefore, choose the sorority for the girls in the present group, not for its history or past reputation.

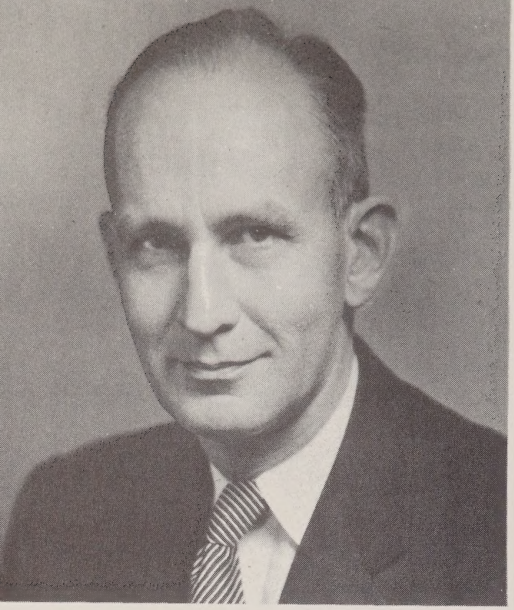
Students should go to rush parties with an open mind because it often happens that during this time a "rushee" finds a congenial group which she did not know previously. *It is a mistake for students to start rush week with their minds made up.* They should become acquainted with as many sorority groups as possible before making a decision.

officers

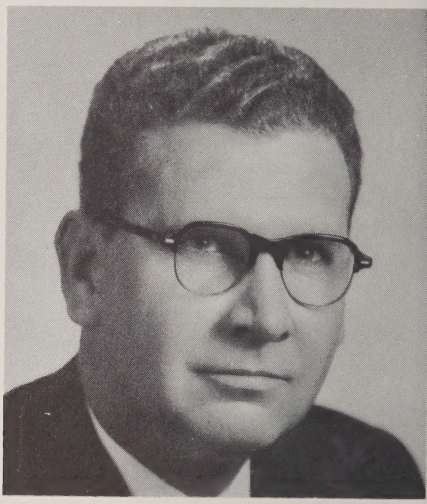
traditions

activities

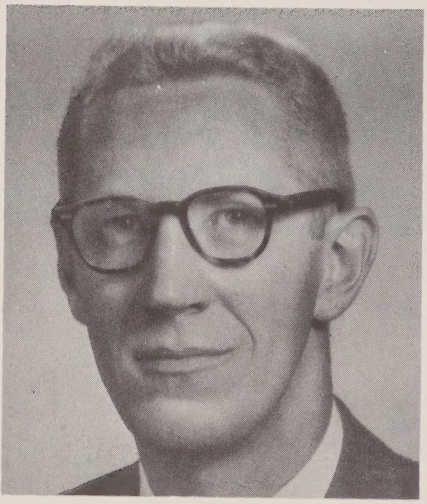
# administration



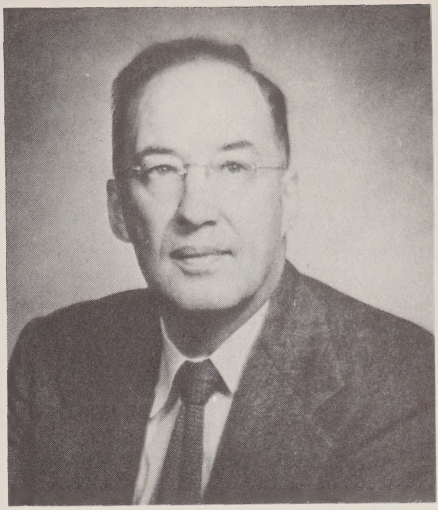
Dr. Edwin R. Walker
President



Thomas A. Keenan
Provost



Dr. Curtis W. R. Larson
Dean of the College



Don Farquharson
Treasurer
Business Manager

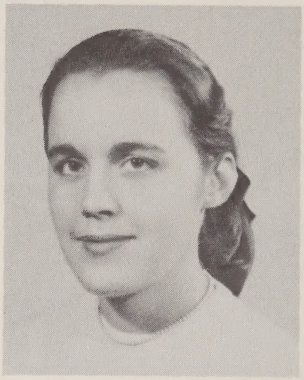
Mrs. Ann S. Gebhardt
Dean of Students

Mrs. Caroline L. Myers
Registrar

Miss Mildred L. Miscally
Director of Public Relations

# presidents of the campus organizations

Robbie Leckie
President
Student Government
Association



Melissa Martin
President
Boarding Student Council

Jane Agsten
President
Queens Christian Association

Carol Sams
President
Day Student Council

Judy Smith
President
Recreation Association

# traditions

May Day

Stunt Night

Senior Recognition Day

Boar's Head Ceremony

Marshals

Choir

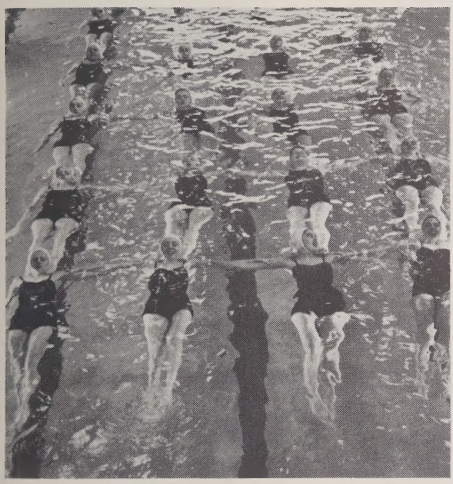
Freshman Capping

Publications

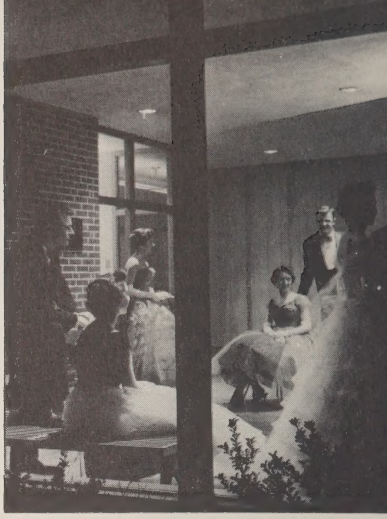
Coordinating Council

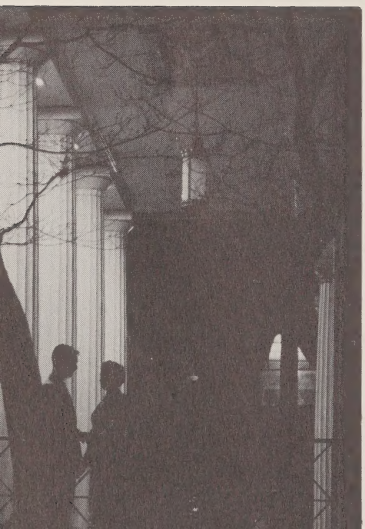
Recreation Association

Dolphin Club



Queens Christian Association Cabinet





# Student Activities

### ALPHA KAPPA GAMMA

Alpha Kappa Gamma is a regional honorary leadership fraternity for women. The Olympic chapter at Queens College was installed in 1928. The purpose of this organization is to recognize leaders in college life.

### SIGMA MU

Sigma Mu is a regional honorary organization composed of faculty and students. Its purpose is to recognize high scholastic attainment of seniors and juniors and to encourage independent research. Only those seniors and juniors who have done work of merit and distinction are eligible.

### MARSHALS

Marshals shall act as ushers at official college events throughout the year.

The junior making the highest scholastic average for three years shall be chief marshal; the two juniors making next highest, the two sophomores who average highest for two years, and the freshman averaging highest for one year shall be marshals.

### VALKYRIE

Membership in this club, organized in 1937, is based on scholarship, outstanding leadership and citizenship exhibited by freshmen. Student Government standards for college representation must be met. The members are selected in the fall from the sophomore class. Valkyrie members usher at a number of college functions.

### SIGMA UPSILON

Sigma Upsilon is an honorary fraternity for writers. Founded in 1906 and limited formerly to men's colleges, it now includes a small number of women's colleges. The Cakes and Ale Chapter at Queens was established in May, 1951. The organization encourages writing through regular meetings at which members read and criticize their own sketches, poems, and short stories. Membership is based primarily upon creative literary ability, interest, and active participation; members are elected twice a year from the upper classes. Faculty may be elected to associate membership.

### DELTA OMICRON

Omicron Lambda chapter of Delta Omicron, international music fraternity for women, was established at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music at the colleges having chapters, to music faculty in those colleges, to professional musicians, and to concert artists. Scholarship of high quality is requisite to membership.

### QUEENS COLLEGE CHOIR

Membership is by audition only. Throughout the year the choir presents a number of campus concerts, concerts in the city of Charlotte, and at church services. Each spring the choir tours for one week in the Carolinas and adjacent states.

### HOME ECONOMICS CLUB

The Queens College Home Economics Club is composed of students majoring in home economics and ones interested in good family living on the campus and in the community. The club is affiliated with the North Carolina State and the National Home Economics Associations. Each year the members plan and sponsor United Nations Day on the campus in October. Several other activities are presented in the spring semester.

### THE BIOLOGY CLUB

The Queens College Biology Club is composed of students majoring in biology. This is an organization to develop greater interest in the biological sciences and to inform students of the new developments and opportunities in the field. The club is affiliated with the North Carolina Collegiate Academy of Sciences, and Queens members attend the meeting of this group each year.

### THE DOLPHIN CLUB

The Dolphin Club, a group of students skilled in swimming styles and synchronized swimming, plan and present a water show each spring. Membership is by try-out only.

### THE QUILL

*The Quill* is the college journalistic and literary magazine which is published quarterly. Its purpose is to encourage and publish journalistic and literary works, to foster student opinion, and to

stimulate interest in current affairs. The magazine offers an opportunity for students with literary interests and aspirations to see their work in print. Poetry, fiction, essays, and book reviews are acceptable, as are pen and ink sketches and illustrations.

### THE CORONET

The *Coronet* is the college yearbook. It provides a factual and photographic record of Queens College students, activities, and societies. Through the *Coronet,* the editor and staff present to the student body a yearbook demonstrating the high ideals and standards which Queens maintains.

### THE FLIER

*The Flier* is a bulletin published through the Coordinating Council. It is issued to the student body at the end of each week and contains the calendar of all campus activities and meetings for the following week as well as any other announcements which are of interest to all students.

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NOTE: These activities are not to be confused with Activity Hours, which are a part of the college curriculum and are included and discussed in the college catalogue. Dramatics, photography, music, and other interests may be enjoyed through enrollment in the Activity Hours program.

# Traditions

### PARENTS' ORIENTATION PROGRAM

The Parents' Orientation Program is supervised by the Office of the Dean of Students. Parents of new students are invited to come to the college with their daughters and to attend special meetings for parents in the Stultz Building and Belk Chapel. Specific programs will be given to the parents upon their arrival.

### COLLEGE RECEPTION

On the first Wednesday evening of the college year, there is a reception. At this time new students meet members of the faculty and administration.

### SENIOR RECOGNITION DAY

At the first Tuesday chapel of each year special honor is paid to the seniors by the administration, faculty, and students. The president of the senior class plans a special program and presides. The faculty and seniors wear academic dress and participate in the first formal academic procession of the year.

### STUNT NIGHT

The annual inter-class Stunt Night, sponsored by the Recreation Association, is held the last Tuesday night before Thanksgiving.

Each class elects by popular vote a stunt night chairman and a gallery chairman.

After the stunt has been selected, it must be submitted to the Dean of Students for approval.

The expenses for each stunt must not exceed $5.00. This money is raised by each class.

Stunts are presented in the order of classes beginning with the freshman class.

The judges of the stunts consist of members of the faculty and staff of the college. The stunt and the gallery are judged on an equal basis.

Two cups are awarded on this night: one to the class having the best stunt and one to the class having the best gallery participation. These cups are passed down by the winning classes.

### CHRISTMAS CELEBRATION

Boar's Head Dinner: In keeping with the English tradition which

forms such an important part in the background of Queens College, Charlotte, the annual Boar's Head Dinner, a part of the tradition of Queens College, Oxford, has become one of the most cherished events of the year. This dinner is the last formal event before the departure for the Christmas holidays. After the dinner, students gather around the Christmas tree in Burwell Hall and at this time announce their engagements. Immediately following these activities, a special Christmas worship service is presented by the freshman class in Belk Chapel.

Vespers: An inspirational Christmas program is given the Sunday before the holidays by Q. C. A. and the Queens College Choir.

### STUDENT GOVERNMENT INSTALLATION

The president of Student Government and the Dean of Students plan a day in the spring when the five student body officers are officially installed in a special chapel program. At this time the outgoing student body officers exchange their robes with the incoming officers.

### LECTURE SERIES

As a part of the year's program of educational assemblies, the college sponsors a series of lectures by speakers from the fields of science, literature, politics, international relations, education, and sociology. These lectures are delivered at noon convocations. The series is financed by the student activity fee and is planned by a committee of faculty and students. There is also a special program of campus movies.

### MAY DAY

In a colorful pageant sponsored by the May Day Committee, Queens crowns her Queen of the May during the annual May Day festivities in the Dell. The Queen and her court are then honored by entertainment.

### AWARDS DAY

At this time there is a presentation of all cups, trophies, and honors that have been won by individuals and campus organizations throughout the year.

Sports awards are presented at another time by the Recreation Association.

### SENIOR WEEK

Near the end of the school year a special week of activities is planned for the seniors who are approaching graduation.

# Faculty Regulations

## I. Class Attendance

### A. Assumptions:

1. Students admitted to the college are capable of doing college work.
2. Students have demonstrated a reasonable level of performance in the execution of responsibilities in connection with other aspects of campus life.
3. Diligence in the execution of responsibilities is not essentially related to intellectual ability.
4. The need to be diligent in the execution of responsibilities is a desirable goal for all students.
5. Class attendance itself is not a goal of the institution. It is a most important means to the accomplishment of the unique responsibilities of the institution; but excessive emphasis upon this means, as upon grades, may result in a clouding of the real purposes of the institution and may make the accomplishment of these purposes more difficult or even impossible.
6. While development toward intellectual maturity is the primary goal of the college, it is not the only desirable task students must confront successfully during the years they are at Queens.
7. Intellectual development itself cannot be maximized if other desirable aspects of human endeavor are impoverished.
8. Participation in class work is not merely a personal and private responsibility. It also entails an individual's responsibility to the class group, the professor, parents, and the entire college community.

### B. Policy:

1. Students are expected to keep all regular academic appointments.
2. Instructors should discuss their own attitudes regarding the importance of regular class attendance at an early meeting of their classes each semester.

3. Class attendance is primarily the responsibility of the student, and students are responsible for all assignments and all materials treated in class. Instructors are not expected to repeat class work or to tutor individually students who miss class work or class assignments due to absence from class. In instances where absences are due to illness or extreme emergency, students should receive every consideration from faculty members.

C. General procedure to be followed when a student's work markedly is not commensurate with her ability or when it is below the accepted standards of the institution (procedures to be initiated at any time during the semester when poor work is detected):

1. Instructor-student conference.

2. Communication with student's advisor if the student's work does not show improvement after a reasonable period of time.

3. Student-advisor conference.

4. Advisor-dean conference at the discretion of the advisor. The advisor and the dean may decide the further action indicated. This may include:

   a. notification of parents or guardian;

   b. placing the student on required attendance;

   c. loss of credit for the course. This should be applied only after "a" and "b" above have failed to produce results.

D. Special Regulations:

1. Any students absent from class within the 24 hour period immediately before or after a holiday without being excused by the Dean of the College will be placed on the required attendance list for all classes for eight class weeks following the end of the holiday.

2. A student on the required attendance list must attend all classes except one class meeting in each course, missed at her discretion. Students on required attendance may be excused by the Dean of the College, such excuses to be granted usually only in case of:

   a. Personal illness.

   b. Serious illness or death in the family.

3. Any student on required attendance who has an unexcused absence at the mid-semester will be placed on required attendance for eight additional weeks. When a student is on required attendance through the last half of the semester and has an unexcused absence, .5 quality point will be deducted for each class missed, but not more than one (1.0) quality point will be deducted per class day.

## II. Attendance Upon College Exercises

A. All students are expected to attend chapel on Tuesday and Friday, assembly on Wednesday, and convocations that are announced throughout the year. Freshmen are required to attend assembly on Thursday.

B. Each student shall be allowed a maximum of seven chapel or assembly absences per semester.

C. All candidates for degrees are required to be present for commencement rehearsal, baccalaureate service, and the commencement convocation.

## III. Tests and Examinations

Permission to make up tests and final examinations must be received from the Office of the Dean of the College or from the Dean of Students.

## IV. Grading and Quality Point System

A—exceptional work ... 3 quality points per semester hour
B—good work ..... 2 quality points per semester hour
C—average work ..... 1 quality point per semester hour
D—poor work ..... 0 quality points per semester hour
F—failing work.. minus 1 quality point per semester hour
E—conditioned failure given at the discretion of the instructor; E may be changed to D or F after a re-examination.
I—incomplete work

When this work is completed, the student may receive any grade from A to F.

Activity Hour courses are graded *satisfactory* (S) or *unsatisfactory* (U).

Students receiving grades below C at mid-semester will be notified. All grades will be reported at the end of each semester. All grades will be reported at the end of each semester for activity hour subjects.

V. Quality Point Average

To obtain the quality point average for a semester or for a year, add the quality points earned and divide by the total semester hours carried.

VI. Requirements for Class Standing and Graduation

The requirement for graduation is a minimum of 120 semester hours with a cumulative quality point average of at least 1.0 and a specified program of activity hours as stated in the Queens College catalogue.

| | *Semester Hours* | *Quality Points* |
|---|---|---|
| Sophomore | 24 | 18 |
| Junior | 54 | 48 |
| Senior | 90 | 84 |
| Graduation | 120 | 120 |

(plus a specified program of activity hours as stated in the Queens College catalogue)

VII. Eligibility to Continue

To remain in college a student must pass 18 semester hours of work during a session with a quality point average as follows:

.5 to return the second year
.8 to return the third year
.9 to return the fourth year

VIII. Dean's List

The Dean's List consists of students achieving unusually high scholarship. Students on this list must carry not less than 15 semester hours and must achieve not less than three A's and two B's in academic subjects. Seniors who are doing practice teaching and carrying only 12 hours of work must have three A's and one B in academic subjects.

IX. Eligibility (to represent the college and hold office)

A. Students (including transfers) who maintain a quality point average of 1.0 or more the preceding semester are on the list of eligibility during the current semester.

B. Freshmen are considered on the list of eligibility until mid-semester.

C. Eligibility is also dependent upon chapel and assembly attendance.

D. Students on probation are not eligible to represent the college.

# College Regulations

## I. Adjustments to Be Made in Rooms

If new light bulbs, cord for pictures, bathroom repairs, or light fixture changes are needed, students file their requests on a form provided at the switchboard, where the maintenance engineer will collect all requests and attend to them in the order in which they were filed.

## II. Electrical Equipment

In view of fire and insurance regulations and requirements, only the following electrical appliances may be used in the rooms: radios, record players, irons, hair dryers, sewing machines, electric razors, and coffee pots.

No other electrical appliances and/or equipment may be permitted in the rooms.

## III. College Property

Queens does not collect a regular breakage fee. If, through some accident, students damage or break college property, they will naturally wish to help defray the expense of repairs. Damage to walls, windows, and furniture, through the use of tacks and pencils, or by any unnecessary abuse will be estimated and charged to the students. *Students are not permitted to move furniture from one room to another without permission from the Business Office,* nor are they permitted to attach pictures and other ornaments to the wall. Dishes, glasses, or silverware are not to be taken from the dining room.

## IV. Care and Furnishing of Rooms

Students are expected to keep their own rooms in order. Each student provides her own bed linens, blankets, towels, and other linens. Often roommates enjoy selecting together their rugs, curtains, dresser scarfs, and other furnishings. The approximate dimensions for windows and closets in freshman dormitories are as follows: window—72 by 40 inches; closet opening 80 by 30 inches. (Closets in Long, Watkins and Morrison Halls do not have doors.)

## V. Laundry and Launderette

Both laundry and launderette services are available by agreement with local companies. The laundry regulations change

from year to year; students will receive a copy of the regulations soon after their arrival at Queens.

## VI. Telephones and Telegrams

Students may use pay telephones in dormitories for local and long distance calls. Local telephones may be used for incoming calls to students and for campus calls. Such calls should be short and should not exceed five minutes. Dormitory telephone numbers: Long ED 2-9560, FR 7-9139; Watkins ED 2-9539, FR 7-9298; Belk FR 7-9221, FR 7-9292. Other useful telephone numbers are: the Student Store ED 2-9320; the Office of the Dean of Students and the Information Desk ED 4-2881.

Students wishing to send a telegram may send it from any of the pay telephones. Telegrams are to be paid for at the time they are sent.

## VII. Trunks

At an announced date, trunks and hand luggage will be stored. Trunks and hand luggage cannot be stored in the hallways because of fire regulations; and of course, good housekeeping will not permit it.

## VIII. Salesmen on Campus

No person on or off campus shall sell or advertise for sale any merchandise on the campus without approval of the college administration. Students are asked to report to the Office of the Dean of Students the presence of any unauthorized persons.

## IX. College Bank

The college provides a student bank, located on the first floor of Burwell Hall; and students are urged to use it for the safekeeping of their money. Money may be deposited here or withdrawn during the banking hours which are from 10:00 a.m. to 12:00 noon and from 2:00 p.m. to 4:00 p.m., Monday through Friday.

## X. The Student Store

The store is located on the lower level of Morrison Hall and contains the post office, the book store, a snack bar, and a recreation room.

A. Post Office: Each student will be assigned a post office

box at the beginning of each scholastic year. Mail should be addressed: Queens College, Charlotte 7, North Carolina. The post office is under college and government supervision. It handles all incoming mail, except special delivery mail; but it does not handle money orders, outgoing C.O.D. mail, outgoing packages, insurance of packages, or registry of first class mail.

B. Books: At the Student Store students may purchase their textbooks, stationery, and school supplies. These are sold at a minimum profit. For this reason all business is done on a cash basis.

## XI. Dining Room and Food Services

A. Hours: Meal hours are as follows. The doors will be closed ten minutes after the ringing of the bell.

| | Monday-Friday | Saturday | Sunday |
|---|---|---|---|
| Breakfast | 7:30 a.m.-8:15 a.m. | 7:30 a.m.-8:15 a.m. | 8:30 a.m.-9:00 a.m. |
| Lunch | 1:00 p.m. | 12:00 p.m. | 1:00 p.m. |
| Dinner | 6:00 p.m. | 5:30 p.m. | 5:30 p.m. |

Meals will be served only in the Dining Hall and in the Infirmary. If a student is too sick to attend meals in the Dining Hall, she should go to the Infirmary.

B. Dress: No student is to enter the Dining Hall improperly dressed. Kerchiefs are not to be worn during meals. When after dinner coffee is served on Friday evenings in the parlors of Burwell Hall under the direction of Panhellenic Council, students are requested to wear short afternoon dresses to dinner and coffee. Announcements are made concerning such occasions when formal dress is required.

C. Special occasions and guests:

1. At formal dinners students remain standing until guests are seated. After dinner, students rise with the guests and remain standing until they leave.

2. Students who have guests must register them in the guest book in the Office of the Dean of Students. Individual meal tickets must be purchased in the dining room from the hostess.

D. Other food services:

1. Any organization wishing help from the college dietitian in planning refreshments and meals for special occasions should bring a written statement from the Office of the

Dean of Students approving the activity. This should be done ten days prior to the occasion.

2. No food is to be taken away from the area where it is served, with the exception of fruit, candy, and bag lunches.

## XII. Information Concerning Student Health

The health of the student is the direct responsibility of the Office of the Dean of Students and the college physician. Three registered nurses assist in carrying out the health program: one nurse is available at all hours. In case of an emergency, students should have the House Counselor or the House President call or go to the Infirmary immediately.

A. Information necessary for all students:

1. Each new student is required to have a health examination by her own physician before entering the college.
2. Other students must have annual summer check-ups by their physicians.
3. If any required immunizations have not been completed before registration, the student must have them done at her own expense.

B. Infirmary regulations:

1. Each bed-patient should take to the Infirmary the following items: tooth brush and paste, wash cloth, soap, towel, pajamas, and one blanket.
2. Infirmary regulations will be posted, and hours for treatment must be observed except for emergency illnesses and accidents. All weighing must be done during consultation hours.
3. The college physician will hold free clinics at stated hours twice each week. If it is necessary to call a physician for a student at any other time, the cost of the visit will be borne by the patient.
4. Appointments with doctors and dentists are to be made by the college nurses or the Dean of Students. Students must provide their own transportation to doctors' offices.
5. Individuals who take special medication for allergies, diabetes, etc., must notify the Infirmary staff. The student must pay for any prescription ordered for her.

6. Food will be served only to patients confined to the Infirmary except in case of an epidemic when there is no bed available in the Infirmary.

7. Nine o'clock bedtime will be observed by all Infirmary patients and absolute quiet is necessary after this hour.

8. No patient may have student visitors without the permission of the Dean of Students. Visits are to be brief and limited by the nurse.

9. No gentlemen visitors except members of the immediate family of the patient are received in the Infirmary.

C. Hospitalization:

1. At the discretion of her physician, a student may be sent to the hospital for treatment or surgery. Usually no operation will be performed, however, without the consent of parents or guardians.

2. No student may leave the hospital without proper dismissal by her physician who will notify the college. She may return home or to the college but will not go elsewhere without permission from the Office of the Dean of Students.

# THE CONSTITUTION
OF THE
# STUDENT GOVERNMENT ASSOCIATION

## Article I—Name

The name of this organization shall be The Student Government Association of Queens College.

## Article II—Purpose

The purpose of the Student Government Association shall be to foster self government.

## Article III—Membership

All students of Queens College are members of this organization provided they have fulfilled the requirements of accepting the Honor System and have indicated in writing their understanding of the Queens College *Student Handbook*.

## Article IV—Advisory Committee

There shall be to the Student Government Association an Advisory Committee composed of the President of the College, the Dean of the College, and the Dean of Students who will serve as chairman of this committee.

## Article V—Officers

A. The President of the Student Government Association, whose duties shall be:
   1. To plan the agenda for and to preside at all meetings of the student body.
   2. To plan the agenda for and preside at Coordinating Council meetings.
   3. To call special meetings of the student body.
   4. To call special meetings of the Coordinating Council.
   5. To assist with the work of designated college and Student Government officers in planning the Orientation Program.
   6. To preside at Orientation Week.
   7. To serve as official representative of the student body.
   8. To appoint in conference with the Dean of Students all standing committees, with the approval of the Coordinating Council.
   9. To submit her work to the judgment of the Coordinating Council.

B. The Vice-President of the Student Government Association, whose duties shall be:
   1. To examine on the last Friday in February the records of the Secretary-Treasurer of the Student Government which shall be submitted to the college Treasurer for auditing on the first Monday in March.
   2. To investigate the work of any Student Government official if necessary.
   3. To assist the President of the Student Government Association by acting as assistant representative of the student body.
   4. To work in conjunction with the President in planning the meetings of the Student Government.
   5. To assume the duties of the President in case of her absence, resignation, or withdrawal until a new election can be held.
   6. To act as chairman of the Point System Committee.
   7. To assist in planning the Orientation Program.

C. The Secretary-Treasurer of the Student Government Association, whose duties shall be:

1. To keep in permanent form the minutes of the meetings of the Student Government Association and of the Coordinating Council.
2. To attend to the correspondence of the Student Government Association, the Coordinating Council, and the Orientation Committee.
3. To keep a permanent record of all receipts and expenditures of the Student Government Association.
4. To present on the first Monday in March her records to the college Business Manager for auditing.
5. To present a report of receipts and expenditures at each meeting of the Coordinating Council and upon request at meetings of the Student Government Association.
6. To act in the capacity of financial head of the Student Government.
7. To formulate a tentative budget for the coming year and to present this budget for discussion at the first regular meeting of the Coordinating Council.
8. To examine the financial report of any Student Government organization.
9. To serve as permanent chairman of the Student Budget Committee and to assist the financial officers of each organization in formulating their budgets.

D. The National Student Association Coordinator, whose duties shall be:

1. To receive from the student body President after her examination all mailings from the regional and national offices of NSA.
2. To refer all NSA programs and materials to proper student government or campus agencies and to administer those programs which no other group is equipped to handle.
3. To correspond regularly with the regional and national offices of NSA; to maintain liason with these levels of the organization.
4. To represent the school at regional and national meetings.
5. To arrange for full representation of the school in regional and national meetings and conferences.
6. To serve as a resource and information assistant in all activities of Student Government.
7. To bring before Student Government issues upon which a position should be taken in mandating or advising delegates to meetings and conferences of the opinions and views of the student body.

## Article VI—Executive Department

### Section I—Boarding Student Council

A. Purpose: The purpose of Boarding Student Council shall be to legislate, execute, and enforce the regulations of Boarding Student Council and to encourage cooperation between Day and Boarding Student Councils.

B. Officers and Members:

1. Elected from the Senior Class:
   a. A president of Boarding Student Council.
   b. A house president for each residence hall.
   c. A class representative to the Council.
2. Elected from the Junior Class:
   a. A secretary to the Council.
   b. A class representative to the Council.
3. Elected from the Sophomore Class:
   a. A treasurer of the Council.
   b. A class representative to the Council.

4. Elected from the Freshman Class: A class representative to the Council to be chosen at the end of the first quarter.

C. Duties:

1. The duties of the President shall be:
   a. To call and preside over all meetings of boarding students and Boarding Student Council.
   b. To meet once a month with the Dean of Students and more often if it is deemed necessary.
   c. To plan the Orientation Program in cooperation with the President and Vice-President of Student Government and the President of the Day Student Council.
2. The duties of each House President shall be:
   a. To keep order in her residence hall.
   b. To call and preside over house meetings.
   c. To remove with the consent of two-thirds of the membership of the House Council any member of the Council who does not fulfill her duties.
   d. To assume in the following order the duties of the President of Boarding Student Council in case of the absence or resignation of that officer:
      1) Belk
      2) Watkins
      3) Long
      4) New Dormitory
3. The duties of the Secretary shall be:
   a. To attend to all correspondence of Boarding Student Council and of Boarding Student Body.
   b. To keep in permanent form the minutes of Boarding Student Council and of Boarding Student Body.
4. The duties of the Treasurer shall be:
   a. To have charge of the finances of the organization and to keep records of the same.
   b. To present to the Vice-President of the Student Government Association, one week after the beginning of classes, a typed outline of the expected expenses of the coming year.
   c. To submit accounts to the Business Manager of the College for auditing at the end of the term of office.
   d. To order all supplies of the organization.

D. Powers: Boarding Student Council shall have the power to legislate, execute, and enforce those regulations which are set up by the Council with the advice of the Advisory Committee.

E. Meetings:

1. Boarding Student Council shall meet each Monday evening at 6:45 o'clock.
2. There shall be no absences from these meetings except in cases of absolute necessity, at which times the individual must be excused by the President of the Council.
3. Those members present at any meeting of Boarding Student Council shall constitute a quorum. Business sessions of Boarding Student Council shall be open to the student body, but judicial reviews shall be closed.
4. A two-thirds vote of the Council shall be required for a recommendation to the Advisory Committee, and final action shall be taken in a joint

meeting. The President of the College constitutes the final authority in any case involving suspension or expulsion.

Section II—Day Student Council

A. Purpose: The purpose of Day Student Council shall be to legislate, execute, and enforce the regulations of Day Student Council and to encourage cooperation between Day and Boarding Student Councils.

B. Officers and Members:

1. Elected from the Senior Class:
   a. A president of Day Student Council.
   b. A vice-president of the Council.
   c. A class representative to the Council.
2. Elected from the Junior Class:
   a. A secretary to the Council.
   b. A class representative to the Council.
3. Elected from the Sophomore Class: A treasurer of the Council.
4. Elected from the Freshman Class: A class representative to the Council to be elected at the end of the first quarter.

C. Duties:

1. The duties of the President of Day Student Council shall be:
   a. To call and preside over all meetings of Day Student Body and of Day Student Council.
   b. To meet once a month with the Dean of Students and more often if it is necessary.
   c. In case of the absence or resignation of the President such authority shall devolve upon the officers in the order named above.
   d. To plan in cooperation with the President and the Vice-President of Student Government and the President of Boarding Student Council the Orientation Program.
2. The duties of the Vice-President shall be:
   a. To assume the duties of the President in case of the absence or resignation of that officer until another election can be held. A new president must be elected within two weeks after the resignation of a former president becomes effective.
   b. To be responsible for the maintenance of Blair Union.
3. The duties of the Secretary shall be:
   a. To keep in permanent form the minutes of the meetings of Day Student Council and Day Student Body.
   b. To keep a roll of the members of Day Student Council.
   c. To attend to all correspondence of Day Student Council and of Day Student Body.
4. The duties of the Treasurer shall be:
   a. To have charge of the finances of the organization and to keep records of the same.
   b. To order all supplies of the organization.
   c. To submit her accounts to the Business Manager of the College for auditing at the end of the term of office.
   d. To present to the Vice-President of the Student Government Association, one week after the beginning of classes, a typed outline of the expected expenses of the coming year.

D. Powers: Day Student Council shall have power to legislate, execute, and enforce those regulations which are set up by the Council with the advice of the Advisory Committee.

E. Meetings:
   1. Day Student Council shall meet once a month at a time set by the Council.
   2. The Day Student Body shall meet the first Wednesday of each month during the assembly period.
   3. Members present at any Day Student Council meeting shall constitute a quorum.

## Article VII—Legislative Department

Legislative powers shall be vested in the two branches of the Executive Department, Boarding Student Council and Day Student Council.

## Article VIII—Judicial Department

### Section I—Honor System

A. The Honor System is basic in building Christian character which is the purpose of Queens College. The following fundamentals constitute this system:
   1. That each student is truthful at all times.
   2. That each student respects the property of others.
   3. That each student is entirely honest on tests, examinations, term papers, and other pledged work.

B. For any violations of the above principles each student shall report herself to the Judicial Board within twenty-four hours after the misdemeanor. If this is not done, any witness or possessor of evidence must report the student to the Judicial Board immediately.

### Section II—Judicial Board

A. Membership: The Judicial Board shall consist of the President of the Student Government Association, who shall serve as chairman of the Board; the Presidents of Boarding and Day Student Councils; and four members elected at large from the student body, two to serve for a period of two years and two to serve for a period of one year.

B. Powers:
   1. The Judicial Board has the power to investigate and take action in any case involving an infraction of the Honor System.
   2. The Judicial Board may at its discretion summon before it any member of the Student Government Association.
   3. The Judicial Board may call in the Advisory Committee for assistance.

C. Penalties:
   1. Upon agreement of the Judicial Board and the Advisory Committee, a sentence of suspension or expulsion shall be referred to the President of the College.
   2. In individual cases involving extenuating circumstances, the Judicial Board and the Advisory Committee shall agree upon an amendment to the penalty.

D. Meetings: The Judicial Board shall meet when necessary at the call of the chairman.

E. Oath of Office: "As a member of the Judicial Board of Queens College, I shall endeavor to fill to the best of my ability those duties pertaining to my office. If I violate, or have knowledge that another student has violated the Honor System, I shall report myself or that person to the Judicial Board. I will endeavor to make the Honor System a positive force in student living."

## Article IX—Coordinating Council

A. Purpose: The purpose of the Coordinating Council shall be to evaluate and

coordinate activities of the organizations represented by making recommendations to the respective councils when necessary and by planning creative campus activities.

B. Membership: The Coordinating Council shall consist of the President, Vice-President, and the Secretary-Treasurer of Student Government Association; the presidents of Day and Boarding Student Councils, of Recreation Association, of Panhellenic Council, of the Queens Christian Association; the editors of *The Quill* and the *Coronet;* presidents of the Senior, Junior, Sophomore, and Freshman Classes; and the National Student Association Coordinator.

C. Advisory Committee: There must be one member of the Advisory Committee present at each regular meeting of the Coordinating Council, or the agenda of the meeting must be approved by a member of the Advisory Committee prior to the meeting.

D. Duties:

1. The duty of each member of the Coordinating Council shall be to report at each meeting of the Council the work done by the respective group during the two weeks prior to that meeting and to evaluate this work.
2. The Council shall give the final approval of the appointment of chairmen and members of the standing committees.
3. The Council shall direct campus elections with the Senior members of the Council serving as the Ballot Committee.
4. The Council shall have the authority to enforce the point system upon recommendation of the Vice-President of Student Government, who serves as chairman of this committee.

E. Meetings: The Coordinating Council shall meet twice a month at a time and place chosen by the Council at its first regular meeting after elections.

F. Publicity: Publicity for the Coordinating Council shall be under the direction of the Editor of *The Quill* who shall publish after meetings of the Coordinating Council a flier reporting to the student body the business of that meeting. The information contained in this flier must be approved by the members of the Coordinating Council.

## Article X—Publications Board

A. Purpose: The purpose of the Publication Board is:

1. To coordinate the plans and endeavor to improve the publications of the Student Government Association.
2. To approve student publication contracts.
3. To make suggestions for faculty advisors to the publications. These advisors shall be chosen by the staffs of the publications.

B. Membership: The membership of the Publication Board is:

1. Editor and Business Manager of the *Coronet.*
2. Editor and Business Manager of *The Quill.*
3. Editor of Queens College *Student Handbook.*
4. Director of Public Relations.
5. Business Manager of the College.
6. Faculty Advisors of *The Quill* and *Coronet.*

C. Four members of the Publications Board shall constitute a quorum; one of these must be the Director of Public Relations or the Business Manager of the College.

D. Duties:

1. The duties of the Editor of the *Coronet* shall be:
   a. To supervise the publication of the annual, the *Coronet.*
   b. To appoint a business manager of the *Coronet,* an advertising manager, and class editors.
   c. To advise any staff member when necessary.
   d. To maintain the *Coronet* office.
   e. To hold regular staff meetings every two weeks.
   f. To plan the layout of the *Coronet* before June of the year in which she is elected.
2. The duties of the Editor of *The Quill* shall be:
   a. To supervise the publication of four editions of *The Quill.*
   b. To appoint assistant editors and a business manager.
   c. To plan the agenda for and preside at regular staff meetings, the time and place to be determined by the editor and the staff.
   d. To maintain *The Quill* office.
   e. To publish the Coordinating Council Flier.
3. The duties of the Editor of the *Student Handbook* shall be:
   a. To plan and edit the *Student Handbook* with the Dean of Students as official advisor.
   b. To appoint assistants.
4. The duties of the Public Relations Director and the Business Manager of the College as members of the Publications Board shall be to serve as financial and technical advisors to the editors of the *Coronet, The Quill,* and the *Student Handbook.*

## Article XI—Standing Committees

The following committees shall be appointed by the President of the Student Government Association in conference with the Dean of Students, Social Standards Committee, Lecture Series Committee, Point System Committee, Handbook Committee, and the Budget Committee. (The Budget Committee shall be composed of the Vice-President of Student Government who shall act as chairman, the treasurers of the Student Government Association, the Queens Christian Association, the Recreation Association, Day Student Council, Boarding Student Council, and the business managers of the *Coronet* and *The Quill.* Ex officio members shall be the presidents of the aforementioned organizations and the editors of the two publications. The College Treasurer and Business Manager and the Advisory Committee shall act as advisors to the Budget Committee.) These committees shall be responsible to the President of Student Government and to the Dean of Students.

The Freshman Advisory Council is composed of members recommended by the Dean of Students and the five presidents of the major student organizations. Its purpose is to act in an advisory capacity to all new students.

## Article XII—Amendments

The constitution may be amended by a two-thirds vote of the members present at any meeting held for that purpose, but the amendment must be proposed at a meeting of the Student Government Association at least one week before action is taken on it. The amendment must be approved by the Advisory Committee.

## Article XIII—Right of Petition

All students have the right to bring a petition before any branch of the Student Government Association; a petition must be signed by twenty-five per cent of the members of the Student Government Association and be presented to the President of the Association.

# BY - LAWS

## Article I—Quorum

The members present at a meeting of the Student Government Association shall constitute a quorum. The student body must be given twenty-four hours notice before a called meeting.

## Article II—General Qualifications for Officers

A. To be eligible to hold office a student must have and maintain a 1. average.

B. To be eligible to hold office a student must have shown herself in harmony with the ideals and purposes of the Student Government Association.

## Article III—Elections

A. Elections shall be held the second week in March.

B. The presidents of the Student Government, Boarding Student Council, and Day Student Council shall plan the details of elections.

C. There shall be a Ballot Committee composed of the retiring presidents of Student Government, Boarding Student Council, Day Student Council, Queens Christian Association, Recreation Association, Panhellenic Council, Senior Class, Editors of the *Coronet* and *The Quill*, and the Vice-President of the Student Government. The President of Student Government shall serve as chairman of this committee which shall supervise the student poll.

D. Student Poll:

1. The student poll shall be taken during the first week of March.
2. This poll shall be taken on blanks prepared by the Ballot Committee.
3. The following provisions must be observed:
   a. On the poll every student shall be given an opportunity to suggest a candidate for each of the following offices: President, Vice-President, and Secretary-Treasurer of the Student Government Association: President, Vice-President, Secretary, and Treasurer of the Queens Christian Association; President, Vice-President, Secretary and Treasurer of the Recreation Association; May Day Co-Chairmen; and National Student Association Coordinator.
   b. Only day students shall on this poll submit nominations for President, Vice-President, Secretary, and Treasurer of the Day Student Council, and Day Student Representatives to Queens Christian Association and Recreation Association.
   c. Only boarding students shall submit on this poll nominations for President of Boarding Student Council, House Presidents, and Secretary and Treasurer of Boarding Student Council.
   d. All members of the Student Government Association shall nominate candidates for membership on the Judicial Board, the number of nominations allowed on each poll blank being equal to the number of places to be filled on the Judicial Board.
   e. Editors of the *Coronet* and *The Quill* will be nominated by the Publications Board at a called meeting previous to Wednesday of the first week in March. There will be no individual nominations from the student body; however, students will be asked to make suggestions to the Publications Board before the nominations are made. Not less than two nominations shall be made for each position of editor.

f. The student poll shall be taken by secret ballot.

g. The student poll shall be taken in the place designated by the Ballot Committee.

h. Registration for the student poll will be required.

i. The Ballot Committee shall appoint members of the student body to assist in supervising the student poll and the student elections.

j. The Ballot Committee shall provide information on each nominee for office.

4. Class standing of officers nominated on poll:

a. The following officers must be elected from the rising Senior Class: the presidents of Student Government, Day Student Council, Boarding Student Council, Recreation Association, Queens Christian Association; and the House Presidents.

b. The following officers must be elected from the rising Senior or Junior Classes: the vice-presidents of Student Government, Day Student Council, Queens Christian Association, Recreation Association; and editors of the *Coronet* and *The Quill.*

c. The following officers must be elected from the rising Junior Class: the secretaries of Queens Christian Association, Day Student Council, Boarding Student Council, Recreation Association; and Secretary-Treasurer of Student Government.

d. The following officers must be elected from the rising Sophomore Class: the treasurers of Queens Christian Association, Day Student Council, Boarding Student Council, and Recreation Association.

e. The following officers may be elected from any class: May Day Co-Chairmen, members at large to the Judicial Board, National Student Association Coordinator and Day Student Representatives to the Recreation Association and Queens Christian Association.

5. Tabulation of poll results and preparation of ballots:

a. The Ballot Committee shall tabulate the entries on student poll blanks; the students having the four highest number of votes for a specific office shall be designated as poll nominees for that office except in the cases of Judicial Board members.

b. A number of students equal to the number of members to be elected to the Judicial Board plus four shall be designated as poll nominees.

E. Individual nominations and withdrawals:

1. The Ballot Committee shall post by 9:30 a.m. on Thursday of the first week in March the names of those persons nominated by the student poll.

2. Additional nominations may be made for any office by members of the student body with the consent of the person who is to be nominated. The additional nominations shall be made by 5:00 p.m. on Thursday of the first week in March at a place designated by the Ballot Committee.

3. Any person who wishes to withdraw her nomination for an office must make her withdrawal by 5:00 p.m. on Thursday of the first week in March. The place for withdrawals shall be designated by the Ballot Committee.

F. The order of elections:

1. Officers for whom nominations are made on the student poll shall be elected in the following order:

a. Tuesday of the second week in March: presidents of Student Government, Queens Christian Association, Recreation Association; editors of the *Coronet* and *The Quill;* treasurers of Queens Christian Association, Recreation Association, Boarding Student Council, Day Student Council; and May Day Co-Chairmen.

b. Wednesday of the second week in March: presidents of Boarding Student Council, Day Student Council; vice-presidents of Student Government, Day Student Council, Queens Christian Association, Recreation Association.

c. Thursday of the second week in March: Secretary-Treasurer of Student Government; secretaries of Boarding Student Council, Day Student Council, Queens Christian Association, Recreation Association; presidents of Belk, and Long.

d. Friday of the second week in March: presidents of the new dormitory and Watkins; Day Student Representatives to Queens Christian Association and Recreation Association; members of Judicial Board; and National Student Association Coordinator.

2. After these elections classes shall elect their officers and representatives.

G. Manner of voting:

1. Voting for all offices under the Student Government shall be by secret ballot.
2. The Ballot Committee shall give one ballot to each student.
3. The Ballot Committee shall tabulate the votes.
4. Registration for voting shall be required. Students shall register on each day of elections at the place of voting.
5. Each student shall indicate on her ballot her first, second, and third choice of those nominated for the office.
   a. A first choice vote will receive three points; a second choice vote will receive two points; a third choice vote will receive one point.
   b. The nominee receiving the highest number of points shall be elected to the office.
6. All voting must take place at the place designated by the Ballot Committee.
7. All voting must take place between the hours of 8:30 a.m. and 5:00 p.m.
8. Not less than two nominees shall run for each office. When all but one nominee have been eliminated because of previous elections, the Ballot Committee shall submit the student with the next highest number of votes as cast on the student poll.

H. Freshman officers and representatives:

1. Not later than the fourth week of the new school year the Freshman Class shall elect a chairman who shall hold office until the end of the first quarter. At the beginning of the second quarter the Freshman Class shall elect a president and other officers.
2. The Vice-President of the Junior Class shall act as advisor to the Freshman Class.

## Article IV—Resignations

A. An officer who finds it is necessary to resign must submit a written resignation to the council of which she is a member two weeks before she wishes the resignation to be effective.

B. In the event that an officer under the Student Government Association resigns or is removed from office, this vacancy shall be filled by the method of elections stated above.